



MALAYSIAN INSTITUTE OF MANAGEMENT

(Company No.: 22978-D)

MONDAY ASSEMBLY 09/2014

Date : 09th June 2014 (Monday)
 Time : 9.00 am – 10.00 am
 Venue : Board Room, Malaysian Institute of Management

Present:

| <u>No</u> | <u>Name</u> | <u>Designation / Department</u> | <u>Attendance</u> |
|-----------|---------------|---------------------------------|-------------------|
| 1. | All MIM Staff | All Departments | 9/9 |

Absent with Apologies:

| <u>No</u> | <u>Name</u> | <u>Designation / Department</u> | <u>Attendance</u> |
|-----------|-------------------|---------------------------------|-------------------|
| 1. | Shamsul (AL) | HCD | |
| 2. | Eriyani (AL) | HCD | |
| 3. | Mohd Faizal (AL) | In-House | |
| 4. | Adzmel (RL) | Sales (IH/GLC) | |
| 5. | Rozaidi (RL (am)) | CMRE | |

| <u>No</u> | <u>Minutes</u> | <u>Action by</u> | <u>Deliverable Date / Deadline</u> |
|-----------|--|------------------|------------------------------------|
| 1 | <p>Opening Remarks by Fahmi</p> <p>1.1 Fahmi welcomed and thanked everyone for their punctuality and attendance.</p> <p>1.2 Fahmi updated on staff who are on leave for this week</p> | <i>For info</i> | |
| 2. | <p>Presentation on Dinner Party : Barry</p> <p>2.1 Barry thanked all staff who attended SRC Dinner Party on 6th June 2014.</p> <p>2.2 Barry then shared Dinner Party photo (prepared by HCD) with all staff during presentation</p> | <i>For info</i> | |
| 3. | <p>Ice Breaking Session : Jamallulail</p> <p>3.1 Jamallulail shared on his family and working experience.</p> | <i>For info</i> | |
| 4. | <p>Long Service Award Presentation : Fahmi</p> <p>4.1 Fahmi announced Long Service Award for 5, 10 and 20 years recipients.</p> <p>4.2 CEO handover a plaque with cash token to the recipient and congratulated them. The recipient for 5 years Service Award (Penny and Iqitiqaf), 10 years (Sivalingam) and 20 years (Abdullah).</p> | <i>For info</i> | |

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| 5. | Updates by CEO : Mr Siva 5.1 CEO reminded all staff to put an extra effort to increase revenue. 5.2 CEO presented slides on "How to Handle Praise" | <i>For info</i> | |
| 6. | Closing Remarks Fahmi thanked all MIM staff for their attendance and cooperation. The Assembly adjourned at 9.57 am. The next Monday Assembly will be held on Monday, 16 th June 2014 at 9.00 am. | <i>For info</i> | |

PREPARED BY :



Fahmi Belal
 MCD Manager
 Date : 20th June 2014

APPROVED BY:



Laura Selvi
 Financial Controller
 Date : 20th June 2014